

Sindh Agriculture University Tandojam

No. Gen/PC-237/ 344 / of 2026,

Dated: 22-06-2026

OFFICE ORDER

Pursuant to clause 31 of the Sindh Public Procurement Rules 2010, the following Complaint Redressal Committee is constituted in connection to address the complaints of bidders for financial year 2026-27, if any occurs during procurement proceeding at Sindh Agriculture University.

Sr.	COMPLAINT REDRESSAL COMMITTEE	STATUS
1.	Dr. Iannayatullah Rajpar, Meritorious Professor, Dean, Faculty of Crop Production	Convener
2.	Representative of A.G Sindh Office	Member
3.	Expert / Professional in the relevant field (to be nominated by the Vice Chancellor)	Member


Additional Registrar

C.c. to:

1. All concerned (Above)
2. The Director Finance, SAUT
3. The Project Director, SAUT
4. The Procurement Officer, SAUT
5. The Sr. PS to Vice Chancellor, SAUT
6. Office File



Tender Document

Hiring of Security Guards Services at SAU, Tandojam

Tender No.HRM/SAU/ 2724

of 2026

Dated: 08.09.2026

Important Notes:

- Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as "through EPADS".
- Please sign and stamp each & every pager of tender.

For any query related to this bid documents, please contact in writing or to call at below address/Number

Human Resource Management, SAU, Tandojam +92-22 29250622



HIRING OF SECURITY SERVICE
Sindh Agriculture University
Tandojam



TENDER DOCUMENT

TERMS & CONDITIONS FOR HIRING OF SECURITY SERVICES

1. INTRODUCTION

Sindh Agriculture University, Tandojam hereinafter referred to as 'the Authority', is an autonomous body of the Sindh Government, the SAU Tandojam has one Campus at Umerkot and one constituent college at Khairpur Mirs.

2. INVITATION FOR BIDS

2.1. The Authority invites sealed e-bids from renowned Security Service Providers on Sindh Government Rate Wages (updated), duly registered with Ministry of Interior/Concerned Home Department for the provision of security services, including placement of armed/un-armed guard and other security services i.e. retired army personnel only at the SAU Tandojam for a period of one year, further extendable (for one or two) on satisfactory performance.

2.1.2. Bidding shall be conducted under Rules 46 (2) "**Single Stage – Two Envelope**" (Technical with Financial bids) (SPPRA Rules 2010 Amended-to-date). The contract shall be awarded as per evaluation criteria mentioned in this document.

2.1.3. Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

2.1.4 SAU, Tandojam and its Campus have allocated funds towards cost of "Hiring of Security Guards Services" from its own resources.

3. DEFINITIONS

3.1. **Armed Skilled / Unskilled Guard** means, a person in proper uniform who is on the payroll of Security Company and trained to provide the Security Services and equipped with essentially required support for effective monitoring & communication, which shall be required to provide the sufficient Security Services on the place of posting and vicinity. He shall have working knowledge of Front Role Public Handling and posses Security Management Skills. He must always possess active mobile phone (cellular phone) to communicate with the security personnel and the Security Incharge on site. The guard will have the required weapon as well.

3.2. **Place of Posting** means the area where the specific Guard has been posted to provide the Security Services, in writing by the appropriate authority.

3.3. Shift the uninterrupted duration of twelve hours beginning from 8:00 AM to 8:00 PM and 8:00 PM to 8:00 AM for day and night shifts, respectively.

3.5. **Backup Support** means the logistic and communication support available with the company to provide assistance to the security guards, when required, for ensuring security of the premises.

3.6. Any other terms used in this tender shall be treated as its original and understandable meaning in respect of provision of Security Services smoothly.

3.7. Lethargic, inefficient, over and below age guards will not be accepted (i.e. minimum 35 years & maximum 50 years). One guard cannot perform continuous duty in two shifts. In case of such arrangements, the wage of such guards for the number of days shall be deducted from the monthly bill of the company.



4. PLACEMENT OF GUARDS AND ALLIED SERVICES

4.1 Security Guards shall be provided without gap for twenty-four hours (24) per day and seven (7) days per week at the concerned premises. For this purpose, duty rosters of the guards must be provided to the Concerned Office i.e. Campus Director Security, SAU, Tandojam or concerned authorized officer / site in-charge nominated by head.

4.2 The Security Company / Firm is responsible to provide security manpower, Armed Guards, as per following minimum requirement/ standards: -

4.2.1. ARMED GUARDS

Age: Minimum 35 Years and Maximum 50 Years.

Education: Matric or Equivalent.

Discipline: No major disciplinary entry in the record of service with the company.

Fitness: Must have mandatory physical fitness required for employment in armed forces.

Health: Sound Health

Character: Verified by the Local Police/ Special Branch.

4.2.2. DRESS CODE

Minimum two (02) pairs of uniforms and shoes be provided by the Security Company to each individual.

Winter:

Shirts, Trousers, Pullover, Belt, Jockey cap or Beret, Shoes

Summer:

T-Shirts, Trousers, Jockey Cap or Beret, Belt, Shoes

4.2.3. Security Company / Firm shall provide to the employer all the details of Guards along with its past experience, copy of CNIC, copy of Service Card, copy of clearance certificate from Local Police/ Special Branch, copy of service book (ex-army guard), and other required details/information, if notified, one week prior to placement of Guard to the place of posting.

4.2.3. Security Company / Firm will ensure that the Security Guard is active, healthy and free from any diseases (physical or mental). Allowed age limit for placement of Security Guard is 35-50 years.

4.2.4. Security Company / Firm will ensure that one guard does not perform continuous duty in two shifts. The Guards detailed at any site shall not be posted/ transferred/ replaced without prior approval of the Campus Head.

4.2.5. During leave of Guard the Security Company will provide alternate guard. Absence of guards from duty will be offset against the monthly bill at actual rates.

4.2.6. Security Company / Firm will ensure that the Security Guard is educated, well trained and firefighting equipment trained. The guards must have at least one-year experience of any Security Company and at-least fifteen bullets/cartridges shall be available with each armed guard.

4.2.7. Schedule for posting of Security Guards shall be prepared and issued by Site Incharge with prior approval of Campus Head.

4.2.8. Guards shall be on the pay roll of Security Company, preferably on the permanent slot, otherwise, in case of contractual employment, minimum period should be not less than six months.

4.2.9. During the event of replacement of Security Guards, the requisite details in respect of the new guard shall be invariably submitted to the Campus Head for record. Without such intimation



the guard shall not be accepted for duty and emoluments claim for such Guard shall entertained.

4.2.10. Security Company / Firm shall ensure placement of Guards, strictly in accordance with agreement, Terms and Conditions of tender.

4.2.11. The Security Company will be responsible to provide the following additional facilities to the Security Guards at its own cost at following places: -

4.2.12. Every Guard should have a whistle along with torch at night.

4.2.13. The Company / Firm will provide all equipment and tool as may be required for disposal of the security duties by the Guards under this contract.

4.2.14. The Company / Firm must provide at least 04 wireless walkie-talkie sets to their guards.

4.2.15. The Company / Firm shall provide other security gadgets as per requirement.

4.2.16. The Company / Firm shall have the facility to provide food, own guard residence, pick & drop services on their official company vehicle.

4.2.17. The Company / Firm shall provide extra security services to guard the event of clients.

5. SECURITY MEASURES

5.1. The Security Company shall maintain the proper record at main gate during the **IN & OUT** of vehicle/visitors at site. A separate permanent register, indicating entry and exit of vehicles be maintained. A register for entry/ exit of visitors shall be separately maintained.

5.2. The Security Company shall be responsible to ensure the safety and security of the Campus assets (moveable and immovable) including official vehicles parked in premises.

5.3. The Security Company shall maintain an attendance register of the security guards and will obtain signatures of the Controlling officer(s) of the authority thereon on daily basis. A copy of the attendance sheet, duly verified by the concerned officer, shall accompany the monthly bill.

6. GENERAL CONDITIONS

6.1. The Authority at its discretion can increase/ decrease the number of guards, on already approved tender rate of payment and on the same terms & conditions, on the request of relevant Incharge in case of emergencies. The verbal intimation would be duly followed by written request mentioning therein the circumstances / reasons on next day.

6.2. In case number of guards increased/ decreased upon directives of the Campus Head, the payment shall be made/ adjusted on the already approved tender rates.

6.3. Security Company shall ensure the placement of Guards, strictly in accordance with agreement/ Terms and Conditions of tender.

6.4. In case of absence of any Security Guard, the Security Company shall be liable to provide the required strength at site otherwise the SAU reserve the right to impose the penalty as per agreement/ tender document.

6.5. The Security Company will provide physically fit and sound in health armed guard, properly uniformed and ensure that each guard must have following documents: -

6.5.1. Attested photocopy of NADRA Computerized Card.

6.5.2. Original Service Card issued by the Security Company.

6.5.3. Photocopy of license/ certificate of weapon held by the guard.

6.5.4. Copy of Certified discharge work issued by Ex-Armed Forces.



6.6. The agreement would effect from the date of signing and shall continue in force for a period of one year unless and until it is terminated in accordance with the provisions of tender documents. The agreement can be extended by the Authority for another period of one or two year, with the consent of the Security Company, preferably on the same rates or Sindh Government wage rate notification on satisfactory performance.

6.7. The Security Company would response to cover all financial rates of Security Guards, including payment of salary and compensation to the Guards and all type of taxes and Levis whether acquired through collective bargaining or otherwise and all the expenditure for providing allied services.

6.8. Any increase or decrease in any levies or rates imposed by the Government, wages and/or salaries fluctuation in market rates of equipment, materials, etc. during the currency of this agreement shall be on the Security Company's account and no claims for such increase shall be entertained by the Authority.

6.9. Any taxes/duties already in place or levied by the Government during the currency of the agreement will be on Security Company's account and no claim shall be entertained by the Authority. If during the subsistence of this agreement or any renewal thereof any Cess, tax charges or surcharge is levied in respect of the services which are subject of this agreement, by the Federal, Provincial or Local Government. Such Cess, tax charges or surcharge, as the case may be, shall be payable by the Security Company.

6.10. The Authority will not be liable to make any extra payment if the Security Company is to provide services in the event of any civil commotion, war, enemy action, hostilities, act of God or any other circumstance etc.

6.11. The Security Company / Firm will keep the Authority free of any liability for the cause of compensation/ legal course, if any employee of the Security Company claims in case of their injury, death etc.

6.12. Any claims of injuries, loss of limb or life of labor and other workers engaged/employed by the Security Company for operations under this agreement or work connected directly or indirectly with the agreement shall be settled and paid by the Security Company. The Authority shall in no way be responsible for any compensation in this connection.

6.13. Two-month prior notice in writing shall be served by either party for termination of contract. Upon the termination of this agreement the Security Company shall be permitted to remove all its apparatus and equipment which may have been placed in the premises.

6.14. The Authority shall make the payment to the Security Company on monthly basis after submission of bill in detail with attendance sheet with name of Armed/Un-Armed Guards duly verified by officer concerned/Incharge.

6.15. The payment of Security Company shall be released within two weeks (15-days) after the completion of all codal formalities as herein prescribed.

6.16. In case of any dispute or difference arising between the parties hereto relating to the interpretation or effect of any clause of this Agreement, the same shall be referred to SAU Redressal Committee, Sindh Agriculture University, Tandojam and its decision shall be final and binding upon the parties hereto.

6.17. The Security Company shall be responsible to complete all documentation, if notified from time to time.

6.18. The Security Company shall possess minimum experience to provide Security Services including placement of Guards with at least three Government Departments or Multinational or Listed Companies with minimum placement of 300 Ex-Army Guards, Armed Guards and Un-Armed Guards round the clock.



6.19. Affidavit to the effect that there was no previous litigation of the contractor or his employees/guards with Sindh Agriculture University, Tandojam and another Affidavit to the effect that the contractor has not been blacklisted by any Government Department/Autonomous Body/Corporation etc.

6.20. The Security Company will ensure that they have enough financial capacity to pay at least two month salary timely to the deputed Security Guards/Manpower and Security Company should submit such undertaking signed by CEO/CFO or Managing Partner on attested stamp paper of value E-stamp Rs.500/- (**copy enclosed**).

7. REQUIREMENT OF SECURITY/ DEPLOYMENT OF SECURITY PERSONNEL

7.1. The Security Company shall commence security services at each station/ location immediately after issuance of letter of award as per following deployment of security guards:

Location (SAU Tandojam)	
Duty Hours	Requirement of Security Guards
<i>Day Shift (08:00 AM to 08:00 PM)</i>	18 Nos.
<i>Night Shift (08:00 AM to 08:00 PM)</i>	18 Nos.
Total 36 Nos.	

8. PENALTY

8.1. In case of non-placement of required number of Guards, the Authority has right to deduct the amount of actual wage of the absent guards for each absence from the monthly bill of Security Company.

8.2. In case of any damage/loss to the Authority due to Security lapse herewith for determination of liability a three-member committee headed by Deputy Director-HR as members has to give initial findings to be considered by the management of the Authority to take appropriate measures. The decision of the Authority in this regard would be binding on the Security Company.

8.3. Besides penalty, the Authority can take any appropriate action, which may include the Suspension/ Blacklisting of the contractor in accordance with the rules/law on account of Security lapse of employee of Security Company or otherwise.

8.4. In case of any theft/damage at premises, the security company will be held responsible to pay the entire losses to the Authority as determined by the above Committee.

8.5. In case of absence of any guard from his place of duty more than three shifts in a month, the Authority reserve the right to deduct the whole or partial salary in respect of such guard/ shift in addition to other penalty as deemed appropriate.

8.6. In case of placement of Armed/Un-armed guard or inefficient guard/ placement of over-aged guards, lethargic guards, guards without proper uniform/ weapon license, the Authority reserve the right to deduct the whole or partial salary for such guard in addition to other penalty as deemed appropriate.

8.7. In case of deployment of one guard for continuous duty in two consecutive shifts, the whole or partial salary for such guard shall be deducted in addition to other penalty as deemed appropriate.

9. PAYMENT

9.1. 100% payment will be made after completion of each month.

9.2. The Security Company is required to submit the following documents along with bill: -



9.2.1. Invoice with covering letter, both duly signed and stamped by authorized officer, separate for each location.

9.2.2. Attendance sheet of the Guards daily and monthly duly verified by the site In-charge Officer of SAU, Tandojam.

9.2.3. Copy of any/all correspondence made with the Authority or any other agency/ person/ organization during that month regarding this contract.

9.2.4. Any other details/documents, if required by the Authority.

9.2.5. Evidence / support of all claims in bills.

9.2.6. List of deputed guards along with their cell numbers/ CNIC number and present address.

9.3. Payment shall be made through crossed cheque and online, within 15 days after receipt of bills from the Security Company. Security Company is required to provide all the relevant and complete documents properly for early processing of the bill by 5th of the next month. If the bill is submitted later than 5 days, the payment due on 15th to the said month may also be delayed accordingly. The Authority requires at-least 15 days for processing of payment.

9.4. All applicable taxes and penalties shall be deducted at source from monthly invoice.

10. ARBITRATION

10.1. In case of any difference or dispute arising between the parties during the contract period, the case shall be submitted for resolution to Arbitratory Committee i.e. Complaint Redressal Committee, SAU, Tandojam and its decision shall be final and binding on both the parties.

10.2. In case of any unauthorized transaction and/or incident of theft, removal of goods and damage to the property, the Security Company shall promptly inform in writing to the Officer Incharge at site with copy to Registrar, Sindh Agriculture University, Tandojam in respect thereto, to register an FIR with the concerned police, if so required. The Security Company shall also be liable to indemnify/compensate the Authority of all losses so caused / suffered in this regard.

11. BASIS OF OFFERS/ PRICE

11.1. For placement of Security Guards, the rates shall be quoted in Pak Rupees, category wise per personnel, per shift as per Bid Form (**Annexure-I**).

11.2. The payment will be paid for the Security Guards as per standing rate notified by the Labor Department, Govt. of Sindh and no deduction is to be made for payment to security personnel.

11.3. The bid offer quoted should be final and clearly written / typed without any ambiguity.

11.4. The bid price should include all the government taxes, as per prevailing taxation rates of provincial / federal / local governments etc. (where applicable).

11.5. If there is no mention of taxes or calculation error, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the Income Tax / SST / GST or other taxes during the contract period shall be passed on to the Procuring Agency.

11.6. The price / bid offer shall be entered against each personnel for the whole duration of contract period.

11.7. The bidder shall deem to have obtained all related information as to the requirements thereof which may affect the bid offer / price if required.



Note:

1. As per verdict of honorable Sindh High Court, the withholding of income tax shall apply solely to the service fee component inclusive of Sindh sales tax. No withholding shall be applicable on the reimbursement amount which will be made to security service provider.
2. As per verdict of honorable Supreme Court, the sales tax on services can only be levied on consideration paid for service provided or rendered. Therefore, the withholding of Sindh sales tax shall be made in accordance with Sindh sales tax on service special procedure (withholding) rules 2014 (amended).

12. PRE-QUALIFICATION CRITERIA FOR BIDDERS

12.1. Mandatory Provisions/ Eligibility Criteria for Security Company based on Marks/Score require 80 Marks for Pre-qualification (**Annexure-II**). However, the bidder is required to enclose the documents/ information as mentioned in the documents otherwise the offer may not be considered.

12.2. Incomplete/ conditional bids shall be rejected.

13. VALIDITY OF BIDS

13.1. The bids shall remain valid for a period of 90 days w.e.f. the date of opening of bids.

13.2. The bids validity period can be extended with mutual consent. If any bidder does not agree to extend validity period, his bid will be treated as withdrawn and the remaining valid bids will be considered.

14. BID SECURITY / PERFORMANCE GUARANTEE

14.1. Bid security shall be accompanied by original Bid Security of 5% of total bid quoted rate in shape of Bank Draft issued by a reputed bank.

14.2. The bank guarantee must be valid for at-least 12 months from the date of deposit. In case of extension in contract period, the bank guarantee will be automatically extended by the contractor for the extended period.

14.3. Bid Security of the successful Bidder(s) will be retained subject to the tender conditions.

14.4. Bid Security of the successful bidder may be forfeited without any notice if the successful bidder fails to sign the contract, integrity pact within due date. Non-compliance by bidders shall be dealt under PPRA Rules.

14.5. Bid Security of the Successful Bidder(s), will be retained as Performance Guarantee for due and satisfactory performance of the contract, which will be returned after satisfactory completion of contract, in accordance with Tender Terms & Conditions and settlement of any/all claims, if any.

14.6. Performance Guarantee of the successful bidder shall be forfeited, if Security Company fails to provide the services as per tender terms & conditions / agreement.

15. SUBMISSION OF BIDS: -

15.1. Interested Security Companies may submit their sealed offers/bids through EPADS on the date and time as specified in the tender notice. The bids shall be opened as per deadline of submission of bids on the date and time specified in the NIT.

15.2. Bids (*Technical Proposal*) shall be accompanied with the following document.

15.2.1. List of all Directors along with the CNIC Number & Copies.

15.2.2. Copy of Organogram.



- 15.2.3. Copy of NTN Certificate.
 - 15.2.4. Copy of Certificate from relevant authorities where the services provided.
 - 15.2.5. Copy of GST Certificate.
 - 15.2.6. Annual Income Tax Returns and receipt for the last 3 years.
 - 15.2.7. Bank Account(s) Information and statement for the last 3 years.
 - 15.2.8. The Authority reserves the right to demand/call any other information for the sake of documents/ information.
 - 15.2.9. Details of Bid Security including Bond Number, date of issue and date of validity. Amount may not be mentioned. However, it must be declared on official letter head that a bid security 5% of total bid is enclosed with the proposal (attach photocopy hiding amount).
 - 15.2.10. Holding Communication wireless license for the equipment/gadgets from relevant authority.
 - 15.2.11. Copy of valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.
 - 15.2.12. Seven (07) years' experience with proven track record in the market as a security service provider (Attach Photo Copies of Evidence).
 - 15.2.13. Experience with Government, Semi Government Organizations, Multinational Firms and Foreign Missions (Attach Photo Copies of Evidence), if applicable.
 - 15.2.14. Details along with office addresses in the site locations.
 - 15.2.15. An undertaking on stamp paper that the company or its employees never involved in any litigation with this Authority and the company has never been blacklisted by any Government organization.
- 15.3. Bidders are requested to offer the services and quote the rates for Sindh Agriculture University, Tandojam as required by the Authority as per annex-I:**

16. ELIGIBILITY

- 16.1. The Security Company / Firm shall be:-
- 16.1.1. Holding the valid Licenses of Security Company from Concerned Home Departments and/or Ministry of Interior.
 - 16.1.2. Holding the valid NTN Certificate.
 - 16.1.3. Holding the valid GST registration.
 - 16.1.4. Having minimum Seven (07) years experience as Security Service Provider with Government / Semi-Government / Organization / Multinational Firms / Foreign Missions.

17. INELIGIBILITY

- 17.1. If the Security Company / Firm is declared as Blacklisted by any Government organization.
- 17.2. If the Security Company / Firm declared as defaulter by any Government / Public Sector Organization.
- 17.3. If the Security Company / Firm involving in litigation with any Government/Public Sector Organization.
- 17.4. If the contract with Security Company / Firm ever terminated by any government/ public sector organization due to non-satisfactory performance.



17.5. If the organization does not have valid license from the Concerned Home Department or Ministry of Interior.

18. DOCUMENTS CONSTITUTING CONTRACT

18.1. The Security Company / Firm shall sign a contract agreement (**Annexure-IV**) with the Authority, within one week from acceptance of the bid by the Authority.

18.2. Invitation for bids, tender document/ terms and conditions, letter of acceptance shall also be treated as an integral part of the contract.

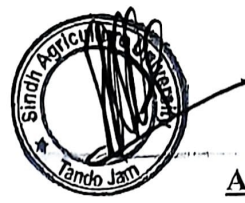
19. CANCELLATION OF CONTRACT

19.1. The Contract may be terminated earlier at any time by the Authority for breach of any provision(s) of the agreement by the Security Company.

19.2. This agreement may be terminated by either party by giving to the other side one month's prior notice in writing. Discontinuation of service without notice would amount to misconduct and the Authority reserves the right to impose penalty besides disciplinary action against the Security Company / Firm.

19.3. Upon the termination of this agreement the Security Company /Firm shall be permitted to remove all its apparatus and equipment which may have been placed by it at the premises, subject to obtaining permission from the Authority.

19.4. In case of any serious violation made by the Security Company / Firm, the Authority can terminate the agreement without giving one-month notice.

**Annexure-I****Sindh Agriculture University, Tandojam
Financial Proposal BID FORM**

1. Name & Address of Bidder: _____
Telephone: _____
Fax: _____
Email: _____
Sales Tax Number: _____
National Tax Number: _____

2. Placement of security services at Sindh Agriculture University, Tandojam at following rates:

S#	Particulars	Skilled Security Guards with weapons	Unskilled Security Guards without weapons
1.	Sindh Labour and human Resources Department's Minimum Wages Rate as per standing Govt. of Sindh		
2.	Service fees by security services company for providing security services		
3.	Taxes on security services		
4.	Total Bid Amount Per Month (Including all taxes, Sindh Minimum Wage, etc.)		
5.	Total Bid Amount for the year (Including all taxes with Sindh Minimum Wage etc.)		

Required Service	Skilled Security Guards with weapons	Unskilled Security Guards without weapons
Deployment of Guard (Total Bid Cost for)		

3. We shall abide by all the terms and conditions of the tender.
4. We understand that, in case of any difference of quoted price in words and digits, the lowest quoted price will be considered, as quoted price.
5. Bids Security should be enclosed along with the financial proposal.

Signature: _____

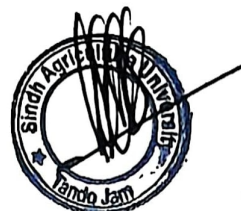
Name: _____

Designation: _____

CNIC No. _____ (copy enclosed)

Date: _____

Official Seal/ Stamp: _____



Annexure-II

TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF PRIVATE SECURITY COMPANIES

A)	Company Profile	
	Satisfactory service performed by Security Company / Firm	15 Marks
	Up to 7 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of Ex-Army Personnel/ Ex-Un-Armed Guard along with weapons and ammunition held by the Company with license.	60 Marks
	i. Ex-Army Personnel 50% of the requirement (list to be attached)	10
	ii. Armed Guards (100% of the requirement) list to be attached.	15
	iii. Repeater (Nos. 13 with Company License)	15
	iv. Pistol 8 mm (Nos. 13 with copies of License)	10
F)	Financial Soundness/ Status	25 Marks
i.	Bank statement for latest one year	10
ii.	Credit worthiness undertaking showing the capacity of bidder as per Annexure-III.	15
iii.	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
iv.	Undertaking that company has never been involved in litigation with the Authority (DRAP)/ Government of Pakistan.	Mandatory
v.	License for operating wireless devices/ security equipment	Mandatory
	Total Marks	100
	Required Marks for Pre-Qualification	80

Note:

- The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- Those who obtain 80 or more marks, their Financial Bid shall be opened and will be selected on lowest cost basis.*



Annexure-II

TECHNICAL EVALUATION CRITERIA FOR SHORT LISTING/ PREQUALIFICATION OF PRIVATE SECURITY COMPANIES

A)	Company Profile	
	Satisfactory service performed by Security Company / Firm	15 Marks
	Up to 7 years (Certificate enclosed)	05
	Up to 10 years (Certificate enclosed)	10
	Above 10 years (Certificate enclosed)	15
B)	Status of NOC Registered with the Concerned Home Departments and/ or Ministry of Interior (certificate enclosed)	Mandatory
C)	Address Details. A detailed list of addresses/ phone numbers of the Security Company must be provided.	Mandatory
D)	Company / Firm must be in Active Taxpayer List (ATL) of FBR	Mandatory
E)	Provide the detail of Ex-Army Personnel/ Ex-Un-Armed Guard along with weapons and ammunition held by the Company with license.	60 Marks
	i. Ex-Army Personnel 50% of the requirement (list to be attached)	10
	ii. Armed Guards (100% of the requirement) list to be attached.	15
	iii. Repeater (Nos. 13 with Company License)	15
	iv. Pistol 8 mm (Nos. 13 with copies of License)	10
F)	Financial Soundness/ Status	25 Marks
i.	Bank statement for latest one year	10
ii.	Credit worthiness undertaking showing the capacity of bidder as per Annexure-III.	15
iii.	Undertaking that the company has never been blacklisted by any Government organization	Mandatory
iv.	Undertaking that company has never been involved in litigation with the Authority (DRAP)/ Government of Pakistan.	Mandatory
v.	License for operating wireless devices/ security equipment	Mandatory
	Total Marks	100
	Required Marks for Pre-Qualification	80

Note:

- The bidder is required to enclose the documents/ information as mentioned in the tender documents otherwise the bid shall not be considered. Mandatory documents must be submitted.*
- Those who obtain 80 or more marks, their Financial Bid shall be opened and will be selected on lowest cost basis.*



Annexure-III

ON STAMP PAPER

UNDERTAKING

I/We hereby undertake and give assurance to Sindh Agriculture University, Tandojam that our Security Company _____ is financially sound to pay the salaries of deputed security guards and other related expenses for two months, if payment is delayed by the Authority “Sindh Agriculture University, Tandojam” due to unavoidable circumstances or bills are not verified by us in time as the case may be.

SIGN & SEAL OF CEO/Director

Name: _____

CNIC # _____



Annexure-IV

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day of _____ 20____ between “Sindh Agriculture University, Tandojam (SAU),” (hereinafter referred to as the Employer) of one part, and “M/S _____ (hereinafter referred to as the Contractor) of the other part.

WHEREAS the Employer is desirous of availing the security services/ trained security personnel/ equipment of the Contractor as per rates/ terms & conditions contained in the letter of acceptance/ tender documents/ financial bid and the contractor has accepted to provide the said services/ security personnel/ equipment as per scope, rates and terms & conditions contained in letter of acceptance/tender documents.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:
 - a) Contract agreement
 - b) The letter of acceptance
 - c) Tender document
 - d) The Signed bids
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to provide security services in conformity in all respects with the provision of the Contract.
5. The Employer hereby covenants to pay to the Contractor in consideration of the services the amount due in accordance with the provisions of the contract.
6. In witness whereof, the parties hereto have caused their respective Common Seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Sign & Seal on behalf of Contractor

Sign & Seal on behalf of SAU

Name: _____

Name: _____

Designation: _____

Designation: _____

Dated: _____

Dated: _____

Annual/ Procurement Plan (2026-2027)
Sindh Agriculture University, Tandojam

S.No	Fund Head & Sub Head	Name of work and break up	Allocated Funds and Break up for Different Locations / sites	Items to be executed	Method of Procurement	Anticipated / Actual Date of Advertisement	Anticipated / Actual Date of Start	Anticipated / Actual Date of Completion	Remarks
a	b	c	d	e	f	g	h	i	j
1	Sindh Agriculture University Tandojam "Contingent Paid Staff / Daily Wages"	Human Resources Component	10.000	Hiring of Security Guards/ Services	as per SPPRA rules	During the FY-2026-2027	As and when required during FY-2026-2027	As per NIT date	The Administration of SAU is hiring outsourcing of supporting staff services including Janitorial/ Sanitary/ Security services under the head as mentioned in the contingency head for hiring daily wage staff.


Director-HRM
 Sindh Agriculture University
 Tandojam



SINDH AGRICULTURE UNIVERSITY TANDOJAM

Tandojam, Pakistan 70060, Ph:+92-22-2765387, Fax +92-22-2765300

E-mail: directorhrm@sau.edu.pk, URL:<http://www.sau.edu.pk>.

NO.SAU/HRM/ 2724

/of 2026

Dated: 08.09.2026

NOTICE INVITING TENDER

Sindh Agriculture University Tandojam invites a sealed tender through E-Pak Acquisition & Disposal System (EPADS) under SPPRA rule from the firms registered with Sales Tax & Income Tax Department for hiring of Security Guards through third party outsource services at its main campus Tandojam for a period of one year which shall be extended upon satisfactory performance of firm. The companies must be an Active Taxpayers list of FBR/SRB and fulfill the eligibility criteria / terms and conditions as per tender documents.

Interested and eligible service provider companies/firms may submit their bids through EPADS & sealed envelopes as per SPPRA rule "Single Stage – Two Envelop Procedure" covering sealed envelope as per following procedure;

1. Bidding Documents be downloaded from SPPRA-EPADS web: <https://portalsindh.eprocure.gov.pk> from **16.09.2026** to **01.10.2026** and shall be submitted through EPADS only upto 11:00 A.M and only technical proposal shall be opened on **01.10.2026** at 11:30 A.M.
2. 5% earnest money of total tender / bid cost shall be submitted in original through Bank Draft in sealed envelope to the undersigned before the last date & time of submission of bids otherwise (bid), shall not be considered.
3. Tender Documents fee in shape of Demand Draft/Pay Order of Rs.5000/- (non-refundable) in favor of Director Finance, SAU, Tandojam shall be submitted in original to the undersigned before date & time of submission of bid otherwise bid(s) shall not be considered.
4. Interest bidders are requested to register their companies on EPADS.
5. In case of any query please contact EPADS helpline UAN No.051-111-137-137

The procuring agency reserves the right to reject all or any bids subject to the relevant provision of SPP Rules 2010 (amended till to date).

For further information or clarification, please contact the undersigned.

Qurban Ali Lakhair
DIRECTOR-HRM
Director-HRM
Sindh Agriculture University
Tandojam

SINDH AGRICULTURE UNIVERSITY TANDOJAM

NO. SAU-HRM./ 2723

/ of 2026

Dated: 07.09.2026

OFFICE ORDER:

Pursuant to Rule-7 of the Sindh Public Procurement Rules, 2010 (as amended from time to time), the Vice Chancellor, Sindh Agriculture University Tandojam, is pleased to constitute the following Procurement Committee for the hiring of security services through a third-party service provider for Sindh Agriculture University, Tandojam. The procurement proceedings shall be conducted electronically through the E-Pak Acquisition and Disposal System (EPADS), in accordance with the applicable SPPRA e-procurement procedures and instructions.

S. No.	Name and designation	Status	Organization
1.	Mr. Qurban Ali Lakhair Director, Human Resources Management	Chairman	SAU Tandojam
2.	Dr. Sagheer Ahmed Rajper Director, ICPC, Government College University, Hyderabad	Member (External)	GCU Hyderabad
3.	Mr. Taimoor Qazi Deputy Director, Finance	Member	SAU Tandojam

Mr. Nusrat Ali Chandio, Deputy Director (Planning & Development), shall provide secretarial and administrative assistance to the Committee as a non-voting Secretary.

Terms of Reference:

- Prepare and approve the bidding documents in accordance with the applicable SPPRA Rules, standard bidding documents and the approved procurement plan;
- Carry out the technical and financial evaluation of bids strictly in accordance with the evaluation criteria stated in the bidding documents;
- Prepare and sign the bid evaluation report in the manner prescribed under SPPRA rules;
- Make recommendations to the competent authority for award of the contract; and
- Perform any other function ancillary or incidental to the above, as per SPPRA rules.

This is issued with approval of the Vice Chancellor.


07/9/26
DIRECTOR-HRM

Cc to:

- All members.
- The Director Finance, SAUT.
- The PS to Vice Chancellor, SAU Tandojam
- Office file.